

12 FAM 340 UNASSIGNED

12 FAM 350 CONSTRUCTION SECURITY, CONSTRUCTION MATERIALS, AND TRANSIT SECURITY

12 FAM 351 SCOPE AND AUTHORITY

12 FAM 351.1 Policy

(TL:DS-39; 8-15-94)

It is the responsibility of the Department of State (DOS) to provide for the security of U.S. Government operations of a diplomatic nature. The Bureau of Diplomatic Security (DS) is responsible for developing policies and programs which require that all new construction or renovation projects in overseas facilities which come under the authority of the chief of mission, comply with Department approved Construction Security Standards, Construction Materials and Transit Security Standards, and other standards as appropriate. The Office of Foreign Buildings Operations' Construction Security Management Division (A/FBO/PE/CSM) is responsible for implementing these policies and programs.

12 FAM 351.2 Legal Authority

(TL:DS-39; 8-15-94)

The Omnibus Diplomatic Security and Antiterrorism Act of 1986, codified at 22 U.S.C. 4802. Section 402 of the Diplomatic Security Act states the requirements for the Diplomatic Construction Program.

12 FAM 352 SECURITY STANDARDS

(TL:DS-39; 8-15-94)

a. DS has developed security standards based on the technical intelligence threat level for application to construction security, construction materials and transit security for new construction or renovation projects. (See Security Standards Handbook.) These standards are to be applied in preparing construction security plans for relevant new construction and renovation projects.

b. A/FBO/PE/CSM implements or coordinates implementation of construction security standards for all projects which:

- (1) A/FBO initiates;

(2) A tenant agency sponsors and which takes place in FBO-controlled space; or

(3) The post initiates with FBO funding or procurement assistance.

12 FAM 353 CONSTRUCTION SECURITY PERSONNEL SITE SECURITY MANAGER

(TL:DS-39; 8-15-94)

a. For all new construction or major renovations involving a CAA, A/FBO in consultation with DS will appoint a direct hire employee or DS-approved personal services contract (PSC) employee as a site security manager (SSM). The SSM, in consultation with the project director, will have direct responsibility and authority for ensuring the security integrity of the site in accordance with the construction security plan.

b. For most new construction and major renovation projects, A/FBO will train and deploy a SSM. The SSM is part of the on-site A/FBO project management team and reports to the A/FBO project director. The SSM keeps the RSO, as the senior DS representative, apprised of all security-related issues pertaining to the project.

12 FAM 354 CONSTRUCTION SECURITY PLANS

(TL:DS-39; 8-15-94)

Construction security plans for DOS initiated or controlled projects will be prepared by A/FBO/PE/CSM and must be approved by DS/PSP/PSD for subsequent certification action. Once certified, then a Notice to Proceed may be issued to the construction contractor. Proposed plans for tenant agency sponsored projects will be prepared by that agency and forwarded to A/FBO/PE/CSM for review. A/FBO/PE/CSM will then forward the plan to DS/PSP/PSD for approval.

12 FAM 355 TRANSIT SECURITY

(TL:DS-39; 8-15-94)

a. Transit security is required for post specific non-inspectable materials specifically destined for the CAA, including inspectable materials when post does not possess the capability to inspect by DS-approved means. See Construction Materials and Transit Security Standards for secure transportation requirements.

b. All communications which link materials to a CAA will be classified Confidential in accordance with the Secure Procurement for CAAs Standards (see Security Standards Handbook).

c. Materials are considered to be secure when they are continuously controlled by appropriately cleared U.S. citizens or by technical devices which have been approved and installed by DS.

12 FAM 355.1 Department Initiated Plans

(TL:DS-39; 8-15-94)

a. A general transit security plan should be included in the CSP. Transit security plans may stand alone when they address the shipment of materials, items, or equipment for a CAA and are not related to a construction project.

b. Specific plans pertaining to individual shipments must be approved by the Office of Physical Security Programs, Physical Security Division, Certification and Transit Branch (DS/PSP/PSD/CAT).

12 FAM 355.2 Container Certification Program

12 FAM 355.2-1 Certification

(TL:DS-39; 8-15-94)

a. Containers must meet minimum serviceability requirements as determined and approved by DS/PSP/PSD/CAT. Obtain the current requirements from DS/PSP/PSD/CAT when formulating the construction security plans for a project.

b. The shipper will prepare containers for installation of technical devices as instructed by DS/PSP/PSD/CAT. These instructions will be furnished to the originator/shipper in the construction contract.

c. Certification of a container takes place when certification officers trained by DS/PSP/PSD/CAT have installed technical devices in the container.

12 FAM 355.2-2 Decertification

(TL:DS-39; 8-15-94)

Decertification of a container takes place when technical devices are removed by individuals trained by DS/PSP/PSD/CAT.

12 FAM 355.2-3 Compromised

(TL:DS-39; 8-15-94)

a. A certified container shipment is considered compromised if control is lost or evidence of tampering is indicated by transit security technical safeguards.

b. An escorted shipment is considered compromised if it is out of the physical custody or direct observation of the escort personnel.

c. Non-inspectable materials in a compromised secure shipment may not be used in a CAA, although they may be used in any other part of the building. Inspectable materials may be used in a CAA, or placed in a secure storage area, if appropriately reinspected by DS-approved means and authorized by DS/CIS/PSP/PSD.

12 FAM 356 SECURE LOGISTICS OPERATIONS

(TL:DS-39; 8-15-94)

The Department strongly encourages the use of secure logistics operations (SLOs) services by all posts and tenant agencies for U.S. Government shipments. SLOs are DS-approved, Department-controlled operations which assist with secure procurement and coordinate secure shipments.

12 FAM 357 THROUGH 359 UNASSIGNED

12 FAM 360 CONSTRUCTION SECURITY CERTIFICATION PROGRAM

12 FAM 361 SCOPE AND AUTHORITY

12 FAM 361.1 Purpose

(TL:DS-39; 8-15-94)

a. The Construction Security Certification Program assures Congress that the Department of State has taken appropriate and adequate steps before:

(1) Undertaking any new construction or major renovation project in any facility abroad intended for the storage of classified materials or the conduct of classified activities; or

(2) Approving occupancy of a similar facility for which construction or major renovations began before December 22, 1987.

b. The Certification Program also assures Congress that a plan is in place for the continued evaluation and maintenance of adequate security at such facility.

c. For such facilities, no contract should be awarded or construction undertaken until the proponent of a project has been notified by the Department that the appropriate certification action has been completed.

12 FAM 361.2 Applicability

(TL:DS-39; 8-15-94)

a. All new construction or renovation projects in a facility under the authority of a chief of mission are subject to either certification to Congress or internal Departmental confirmation when the facility is intended for the storage of classified materials or the conduct of classified activities and such a project affects a controlled access area (CAA) space or public access control (PAC) space. The certification requirement is applicable to all new office buildings (NOBs).

b. The Office of Physical Security Programs, Physical Security Division, Certification and Transit Branch (DS/PSP/PSD/CAT) administers a two-tier system to meet the statutory certification requirements:

(1) Certification projects: The construction security of all new buildings and major renovation projects (over \$1 million) in any facility abroad intended for the storage of classified materials or the conduct of classified activities where the project would affect controlled access areas (CAAs) or public access controls (PACs) is certified to Congress; and

(2) Confirmation projects: The construction security of projects in any facility abroad intended for the storage of classified materials or the conduct of classified activities where the project would affect CAAs or PACs but costs less than \$1 million, is confirmed internally.

12 FAM 361.3 Responsibility

(TL:DS-39; 8-15-94)

a. The chief of mission is responsible for ensuring that no project subject to either certification or confirmation is initiated without certification or confirmation approval.

b. The proponent (post, Department organization, or tenant agency) of a project covered by section 12 FAM 361.2, paragraph a, is responsible for providing the Office of Foreign Buildings Operations, Program Execution Office, Construction Security Management Division (A/FBO/PE/CSM) with complete project information. This information is used to prepare the construction security plan (CSP).

c. After assembling complete information on the project, A/FBO/PE/CSM will provide DS/PSP/PSD/CAT with the CSP and other required data. The CSP will be project specific and will include a statement of work, labor schedule, and procurement plan. Document, personnel, and procedural security requirements are also to be included in the CSP, along with any additional information necessary to provide a clear security overview of the project.

d. After mandatory consultation with the Director of Central Intelligence (DCI), DS/PSP/PSD/CAT will determine the need for a certification or internal confirmation, prepare a Congressional certification or internal confirmation package where appropriate, and coordinate the Congressional certification or internal confirmation action.

12 FAM 361.4 Authorities

(TL:DS-29; 3-25-93)

The requirement for a construction security certification program is established by Pub. L. 100-204, the Foreign Relations Authorization Act for Fiscal Years 1988 and 1989, Section 160, as amended by Pub. L. 101-246, the Foreign Relations Authorization Act, Fiscal Year 1990 and 1991, Section 135 (22 U.S.C. Section 4851 note).

12 FAM 362 CERTIFICATION ACTION

12 FAM 362.1 Congressional Certification

(TL:DS-39; 8-15-94)

a. The construction security of all construction or renovation projects described in section 12 FAM 361.2, paragraph a, and costing \$1 million or more, including all NOBs, will be certified by the Secretary of State to the Senate Foreign Relations Committee and the House Foreign Affairs Committee. This authority has also been delegated to the Under Secretary for Management.

b. The Secretary of State, after consultation with the DCI, certifies the following:

(1) Appropriate and adequate steps have been taken to ensure the security of the construction project (including an evaluation of how all security-related factors with respect to such project are being addressed);

(2) The facility resulting from such project incorporates:

(a) Adequate measures for protecting classified information and national security-related activities;

(b) Adequate protection for the personnel working in the facility; and

(3) A plan has been put into place for the continued evaluation and maintenance of adequate security at such facility, which plan shall specify the physical security methods and technical countermeasures necessary to ensure secure operations, including any personnel requirements for such purposes.

12 FAM 362.2 Department Confirmation

(TL:DS-39; 8-15-94)

a. All construction or renovation projects will be confirmed, depending on the nature of the project, by the Assistant Secretary for Diplomatic Security or a designate, to the file if they are covered by section 361.2, paragraph a, and:

(1) Costs less than \$1 million but more than \$100,000; or

(2) Costs less than \$100,000 but requires more than 15 man-days to complete; or

(3) Post or the Department believes the project to be of such security significance that it should be reported to the Department.

b. Departmental confirmation requires the same information required for congressional certification. See section 362.1, paragraph b.

c. The plan must be made available to security engineering officers (SEOs) for the conduct of a technical inspection of the project, if appropriate.

12 FAM 363 EMERGENCIES

(TL:DS-39; 8-15-94)

a. In the event of an emergency which threatens national security activities or information, life or safety, including structural damage to a building, emergency repairs may be made in a CAA or to a PAC without prior Department notification. These repairs will be limited to those necessary to remove the immediate danger.

b. The RSO or PSO will notify DS/PSP/PSD/CAT and A/FBO/PE/CSM, and the responsible engineering services center by immediate telegram. If the RSO is not resident at post, the PSO will also notify the RSO by immediate telegram. The telegrams will include:

- (1) Nature of the emergency;
- (2) Extent of repairs;
- (3) Who made the repairs, (e.g., GSO, Foreign Service nationals, host-country contractors); and
- (4) A synopsis of security measures taken to ensure the continued integrity of the CAA (e.g., escorts, surveillance, etc.).

c. Emergency repair work is not exempt from certification or confirmation action. Therefore, the security procedures which are implemented must be adequate to permit certification or confirmation after the fact.

12 FAM 364 THROUGH 369 UNASSIGNED

12 FAM 370 PHYSICAL SECURITY— DOMESTIC OPERATIONS

12 FAM 371 DOMESTIC FACILITIES OPERATIONS

12 FAM 371.1 General

12 FAM 371.1-1 Policy

(TL:DS-39; 8-15-94)

It is Department of State (DOS) policy that all persons admitted to a secured domestic Department facility must have Department-issued identification for admittance, and that all persons admitted wear that identification while in said facility.

12 FAM 371.1-2 Authority

(TL:DS-39; 8-15-94)

Omnibus Diplomatic Security and Antiterrorism Act of 1986 (22 U.S.C. 4831-4835), as amended.

12 FAM 371.2 Program Management

(TL:DS-39; 8-15-94)

The Office of Domestic Operations in the Bureau of Diplomatic Security (DS/CIS/DO) is responsible for managing this program.

12 FAM 371.3 Access Controls

(TL:DS-39; 8-15-94)

a. All persons entering secured domestic Department of State facilities must display appropriate identification media (see section 12 FAM 371.4) and use such media in the access procedure appropriate to the individual facility.

b. DS/CIS/DO shall make access control procedures, escort permission, and similar information readily available to guard personnel.

12 FAM 371.4 Mandatory Use of Identification Media

(TL:DS-39; 8-15-94)

a. The purpose of mandatory use is to readily confirm that an individual is authorized to be in a Department of State (DOS) facility.

b. All persons within designated DOS facilities must possess and wear a valid DOS building or visitor pass at all times on or outside their outer garment on the upper torso front with the photograph on the building pass clearly visible. This includes all employees and all visitors met and escorted by DOS employees or other authorized persons with escort privileges, who may assist the visitor in obtaining the visitor pass.

c. Guards may escort an employee without a pass to the employee's office or work place to verify that the employee is a valid pass holder.

d. All visitors must affix their visitor pass as stated above, before the guard may permit entry; keeping it in a wallet or purse is unacceptable and building guards shall confiscate such passes and escort the individual(s) to a lobby receptionist booth or security post for verification of visit authorization, after which the visitor must secure a new visitor pass.

e. DOS employees who escort or approve the admittance of an individual are responsible for the individual's compliance with the pass requirements.

f. The Department (DS/CIS/DO) does make some exceptions to the mandatory pass rule, such as small children and those visitors attending functions whose range of movement is severely limited (e.g., from the C Street lobby directly to the elevator to an 8th floor function and back; however, this does not relieve them of the obligation to enter through a metal detector or other appropriate guard inspection). Persons entering on an emergency basis (firemen, paramedics, police) may be admitted without pass issuance, but DS is responsible for monitoring their presence, and those employees who requested such assistance are responsible for immediately informing DS of the request for such assistance.

g. Instances of continued non-compliance by employees may result in DS recommendations of adverse administrative action.

12 FAM 371.5 After Hours Access to Buildings

(TL:DS-39; 8-15-94)

In addition to showing proper identification, all employees shall be required to sign a register when entering or leaving a building outside of regular working hours. When nonregular employees, contractors, etc., are required to enter or remain in buildings after working hours, the U.S. officer authorizing the

work must obtain the concurrence of the Bureau of Diplomatic Security. Such persons must sign in and out on the appropriate register. Nonregular employees and contractors must be escorted.

12 FAM 372 OTHER CONTROLS

(TL:DS-39; 8-15-94)

In unusual or emergency circumstances, the Bureau of Diplomatic Security may impose such restrictions as deemed appropriate to ensure that foreign objects are not introduced into U.S. Government facilities or classified material is not removed.

12 FAM 373 THROUGH 379 UNASSIGNED

12 FAM 380 ARMORED VEHICLE PROGRAM

12 FAM 381 SCOPE AND AUTHORITY

12 FAM 381.1 Policy

(TL:DS-13; 7-29-91)

It is the policy of the Department of State to protect chiefs of mission, principal officers, and others as specified from the threat of terrorism, war, and civil disturbance. This protection includes the use of armored vehicles upon the approval of DS and the Armored Vehicle Working Group (AVWG), a subcommittee of the Overseas Security Policy Group (OSPG).

12 FAM 381.2 Authority

(TL:DS-39; 8-15-94)

The Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Pub.L. 99-399) as codified at 22 U.S.C. 4804.

12 FAM 382 ARMORED VEHICLE STANDARDS

(TL:DS-39; 8-15-94)

For armored vehicles, standards have been developed for the category of terrorism, war, and civil disturbance. Determination of general threat categories for each post location are based on the Department's Composite Threat List, which is issued semiannually by the Office of Intelligence and Threat Assessment (DS/DSS/ITA). (See Security Standards Handbook.)

12 FAM 383 IMPLEMENTATION

(TL:DS-13; 7-29-91)

DS is responsible for implementing the armored vehicle program and standards. Direct all questions pertaining to this program to the Office of Physical Security Programs, Defensive Equipment and Vehicles Branch (DS/PSP/PEL/DEV). Posts should telegraph all armored vehicle assignment recommendations, justifications, and concerns to DS/PSP/PEL/DEV. If pertinent, provide information copies to the affected foreign affairs agencies.

12 FAM 384 ASSIGNMENT

(TL:DS-13; 7-29-91)

The vehicle make, type, and model assigned to any post must be consistent with the vehicle assignment policy of the federal agency using the vehicle. The post emergency action committee (EAC) makes recommendations about the assignment of armored vehicles to post personnel, other than the chief of mission or principal officer. The post EAC must forward disputes which arise from the assignment of FAVs and LAVs, and which cannot be resolved in consultation with the chief of mission, to the Director of the Diplomatic Security Service (DS/DSS). The Director will refer the matter for resolution to the chair of the AVWG. The AVWG will review post recommendations and coordinate its response with the concerned agencies.

12 FAM 385 Procurement and Leasing

(TL:DS-13; 7-29-91)

DS purchases or leases FAVs for Department of State personnel. DS also supplies armor material for Department of State LAVs and funds the installation. Other agencies are responsible for funding armored vehicles assigned to their personnel.

12 FAM 386 MAINTENANCE

(TL:DS-13; 7-29-91)

All FAVs and LAVs must undergo top quality preventive and mechanical maintenance on a regular basis by post-designated local mechanics. FAVs, especially, require regular maintenance to overcome the stress of the heavy armor on the vehicle's drive train, suspension, and braking systems. Maintenance of armored components for all agencies' vehicles must be performed by a mechanic approved by the Regional Security Officer (RSO) or DS/PEL/DEV.

12 FAM 387 ARMOR MATERIALS

(TL:DS-13; 7-29-91)

DS repairs and replaces armor materials on vehicles furnished by the Department of State, and those of other agencies, if they choose. No armoring shall be removed from an official vehicle without the authorization of the RSO or, in the case of a vehicle owned by another agency, by the headquarters of the agency concerned. No armored vehicle shall be altered to reduce the effectiveness of either the armor materials or the performance of the vehicle. All

defective armor materials must be replaced with DS approved materials by authorized personnel.

12 FAM 388 DISPOSAL

(TL:DS-13; 7-29-91)

a. Coordinate disposal of armored vehicles with the RSO and the responsible headquarters office of the agency involved. Posts will recommend disposal of armored vehicles based upon local conditions and restrictions.

b. Remove salvageable radios and security equipment before disposal. Remove polycarbonate inserts from LAVs, if possible.

c. For security reasons, when FAVs are no longer usable, they must be destroyed. Methods may include burning, burying, or crushing.

12 FAM 389 UNASSIGNED

12 FAM 390 SECURITY EQUIPMENT AND MAINTENANCE

12 FAM 391 SCOPE AND AUTHORITY

12 FAM 391.1 Policy

(TL:DS-29; 3-25-93)

It is the responsibility of the Department of State to provide for the security of U.S. Government operations of a diplomatic nature including the protection of all U.S. Government personnel on official duty abroad. It is also the responsibility of the Department to develop and implement technical and physical security programs and to maintain and repair security equipment installed at posts abroad.

12 FAM 391.2 Applicability

(TL:DS-39; 8-15-94)

These regulations apply to all office facilities of U.S. posts abroad which have equipment described in this chapter. Only locking devices and physical security equipment which are approved by the Office of Physical Security Programs, Protective Equipment and Logistics Division (DS/CIS/PSP/PEL) are to be used in the physical security systems of these facilities.

12 FAM 391.3 Authorities

(TL:DS-39; 8-15-94)

The Omnibus Diplomatic Security and Antiterrorism Act of 1986 codified at 22 U.S.C. 4802 and 4804 (3).

12 FAM 392 SPECIAL PROTECTIVE EQUIPMENT

(TL:DS-39; 8-15-94)

Security Standards have been developed by DS for the issuance and control of special protective equipment for the Department of State. (See the Security Standards Handbook.) All requests for special protective equipment, i.e., weapons, ammunition, etc., shall be addressed to the Office of Physical Security Programs, Protective Equipment and Logistics Division, Defensive Equipment and Vehicles Branch (DS/PSP/PEL/DEV).

12 FAM 393 SECURITY EQUIPMENT MAINTENANCE PROGRAM

12 FAM 393.1 Purpose

(TL:DS-39; 8-15-94)

The purpose of the Security Equipment Maintenance Program (SEMP) is to provide scheduled, routine preventative maintenance for security equipment at U.S. posts abroad. This includes embassies, consulates, and USIS and USAID facilities. Maintenance services are provided under a contract to the U.S. Government which is managed by a contracting officer's representative (COR). The point of contact for the program is DS/PSP/PEL/SEM.

12 FAM 393.2 Applicability

(TL:DS-39; 8-15-94)

a. Contractual terms and conditions shall extend only to maintenance of specific systems and only to replacement of existing components. These terms and conditions shall not apply to the installation of new systems.

Maintenance activities shall be directed toward electronic, mechanical, and electromechanical systems and devices used to support public access controls at post. Examples include alarms, closed circuit TV, remote door controls, door locks, public address systems, power-assisted vehicle barriers, and deterrent systems.

b. Maintenance activities of the SEMP team will not include replacement or realignment of ballistic doors or ballistic transparencies. SEMP teams are not authorized to work on non-access-related devices such as x-ray equipment, fire safety systems, computers, safe storage containers, vault doors, or document destruction devices.

c. The Office of Foreign Buildings, Construction Security Management Division (A/FBO/PE/CSM) is responsible for a maintenance and repair program for realignment of security doors, replacement windows, and louvers.

12 FAM 394 THROUGH 399 UNASSIGNED

